Date

Dear\_\_\_\_\_\_,

Subject: Termination of your employment

Hello,

This letter is in regards to the immediate termination of your employment with \_\_\_\_\_\_\_\_\_\_\_.

With reference to the meeting attended by you on \_\_\_\_\_\_\_\_ the following was discussed and agreed upon.

Your acctions have repeatedly shown disrespect and misconduct on your part has been unacceptable on multiple accounts.

Any outstanding remunerations and payments upto the last day of your employment shall be cleared as soon as possible. This shall include any outstanding overtime worked and any retirement benefits.

In case any payments have been made regarding your annal leave, it shall be deducted…

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